

# Giffards Primary School

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## 'Valuing Everyone As Learners'

### Freedom of information: Publication Scheme

All public authorities, including schools, are required under the Freedom of Information Act to adopt a publication scheme that has been approved by the Information Commissioner.

There is currently one approved model publication scheme, which has been produced by the Information Commissioner's Office (ICO).

Schools must adopt the ICO's model scheme and make it publicly available.

<https://ico.org.uk/media/for-organisations/documents/1153/model-publication-scheme.pdf>

### Our published guide to information

Schools should publish a guide to information alongside the publication scheme.

The guide should specify:

- the documents available
- the format of the documents
- any charges made for the information

Please see over for the Guide, as agreed by Governors

School lead for this Guide and Publication Scheme:	SB
Committee with oversight for this Guide and Publication Scheme	FGB
Guide and Publication Scheme last reviewed	October 2022
Date for next review	As needed or October 2026
Signed –chair of Governors	
Signed - Headteacher	

Giffards Primary School is a charitable company limited by guarantee and registered in England and Wales with company number 8920008  
The registered office is at Queen Elizabeth Drive, Corringham, Essex, SS17 7TG



## Freedom of Information

# Guide to information available from Giffards Primary School under the model publication scheme

Note: This template is intended to assist smaller schools (and in particular primary and nursery schools) in England, Wales and Northern Ireland to meet their publication scheme obligations. Please refer to the document "How to complete the Guide to Information for Schools".

Information to be published. This includes datasets where applicable – please see “How to complete the Guide to Information”.	How the information can be obtained	Cost
<p><b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>		
<p>Who’s who in the school</p>	<p>Website: <a href="http://www.giffardsprimary.thurrock.sch.uk/key-information/staff/">http://www.giffardsprimary.thurrock.sch.uk/key-information/staff/</a></p>	

Template guide to information for schools

Version 3

20130830

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	<p>Hard Copy : available upon request – contact school</p>	<p>10p per sheet/20 p per sheet - see page 20 for charges</p>
<p>Who’s who on the governing body / board of governors and the basis of their appointment</p>	<p>Website: <a href="http://www.giffardsprimary.thurrock.sch.uk/key-information/governing-body/">http://www.giffardsprimary.thurrock.sch.uk/key-information/governing-body/</a></p> <p>Hard Copy : available upon request – contact school</p>	<p>10p per sheet/20 p per sheet - see page 20 for charges</p>

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<p>Instrument of Government / Articles of Association</p>	<p>Website: <a href="http://www.giffardsprimary.thurrock.sch.uk/key-information/governing-body/">http://www.giffardsprimary.thurrock.sch.uk/key-information/governing-body/</a></p> <p>Hard Copy : available upon request – contact school</p>	<p>10p per sheet/20 p per sheet - see page 20 for charges</p>
<p>Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).</p>	<p>Website: <a href="http://www.giffardsprimary.thurrock.sch.uk/key-information/governing-body/">http://www.giffardsprimary.thurrock.sch.uk/key-information/governing-body/</a></p> <p>Hard Copy : available upon request – contact school</p>	<p>10p per sheet/20 p per sheet - see page 20 for charges</p>

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School prospectus (if any)	<p>Website:  <a href="http://www.giffardsprimary.thurrock.sch.uk/new-parents/prospectus">http://www.giffardsprimary.thurrock.sch.uk/new-parents/prospectus</a></p> <p>Hard Copy : available upon request – contact school</p>	<p>10p per sheet/20 p per sheet - see page 20 for charges</p>
Annual Report (if any)	N/A	
Staffing structure	<p>Hard Copy : available upon request – contact school</p>	<p>10p per sheet/20 p per sheet - see page 20 for charges</p>

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<p>School session times and term dates</p>	<p>Website: <a href="http://www.giffardsprimary.thurrock.sch.uk/new-parents/school-day/">http://www.giffardsprimary.thurrock.sch.uk/new-parents/school-day/</a></p> <p><a href="http://www.giffardsprimary.thurrock.sch.uk/current-parents/calendar-term-dates/">http://www.giffardsprimary.thurrock.sch.uk/current-parents/calendar-term-dates/</a></p> <p>Hard copy: See Prospectus plus term dates sent out at the beginning of academic year. Additional hard copies available on request – contact school</p>	<p>10p per sheet/20p per sheet - see page 20 for charges</p>
<p>Address of school and contact details, including email address.</p>	<p>Website: <a href="http://www.giffardsprimary.thurrock.sch.uk/contact">http://www.giffardsprimary.thurrock.sch.uk/contact</a></p>	<p>10p per sheet/20p per</p>

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	Hard Copy : available upon request -- contact school	sheet - see page 20 for charges
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)		
Current and previous financial year as a minimum		
Annual budget plan and financial statements	Hard Copy : available upon request -- contact school	10p per sheet/20 p per sheet - see page 20 for charges
Capital funding	Hard Copy : available upon request -- contact school	10p per sheet/20

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### Guide to information available from Giffards Primary School under the model publication scheme

		p per sheet - see page 20 for charges
Financial audit reports	<p>Website:  <a href="http://www.giffardsprimary.thurrock.sch.uk/key-information/financial-information/">http://www.giffardsprimary.thurrock.sch.uk/key-information/financial-information/</a>            Hard Copy : available upon request – contact school</p>	10p per sheet/20 p per sheet - see page 20 for charges
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Hard Copy : available upon request – contact school	10p per sheet/20 p per sheet - see page 20 for charges



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<p>Procurement and contracts the school has entered into, or information relating to / a link to information held by an organisation which has done so on its behalf (for example, a local authority or diocese).</p>	<p>Hard Copy : available upon request – contact school</p>	<p>10p per sheet/20 p per sheet - see page 20 for charges</p>
<p>Pay policy</p>	<p>Hard Copy : available upon request – contact school</p>	<p>10p per sheet/20 p per sheet - see page 20 for charges</p>
<p>Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (Senior Leadership Team or equivalent, whose basic actual salary is at least £60,000 per annum) by reference to categories.</p>	<p>Hard Copy : available upon request – contact school</p>	<p>10p per sheet/20 p per sheet - see page</p>

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### Guide to information available from Giffards Primary School under the model publication scheme

<p>Staffing, pay and grading structure. As a minimum the pay information should include salaries for senior staff (Senior Leadership Team or equivalent as above) in bands of £10,000; for more junior posts, by salary range.</p>	<p>Hard Copy : available upon request – contact school</p>	<p>20 for charges 10p per sheet/20 p per sheet - see page 20 for charges</p>
<p>Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.</p>	<p>Hard Copy : available upon request – contact school</p>	<p>10p per sheet/20 p per sheet - see page 20 for charges</p>
<p><b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)</p>		

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<p>Current information as a minimum</p> <p>School profile (if any)</p> <p>And in all cases:</p> <ul style="list-style-type: none"> <li>• Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data</li> <li>• The latest Ofsted / Estyn / Education and Training Inspectorate report <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> <li>• Post-inspection action plan</li> </ul> <p>Performance management policy and procedures adopted by the governing body.</p>	<p>Website:</p> <p><a href="http://www.giffardsprimary.thurrock.sch.uk/key-information/ofsted-school-performance/">http://www.giffardsprimary.thurrock.sch.uk/key-information/ofsted-school-performance/</a></p> <p>Hard Copy : available upon request – contact school</p>	<p>10p per sheet/20 p per sheet - see page 20 for charges</p>
	<p>Hard copy available upon request – contact school</p>	<p>10p per sheet/20 p per sheet - see page</p>

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		20 for charges
Performance data or a direct link to it	<p>Website:  <a href="http://www.giffardsprimary.thurrock.sch.uk/key-information/ofsted-school-performance/">http://www.giffardsprimary.thurrock.sch.uk/key-information/ofsted-school-performance/</a>                      Hard copy available upon request – contact school</p>	10p per sheet/20 p per sheet - see page 20 for charges
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Hard copy available upon request – contact school	10p per sheet/20 p per sheet - see page 20 for charges

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Safeguarding and child protection	<a href="http://www.giffardsprimary.thurrock.sch.uk/key-information/policies/">http://www.giffardsprimary.thurrock.sch.uk/key-information/policies/</a> + <a href="http://www.giffardsprimary.thurrock.sch.uk/current-parents/esafety-safeguarding/">http://www.giffardsprimary.thurrock.sch.uk/current-parents/esafety-safeguarding/</a>	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)	Hard copy available upon request – contact school	10p per sheet/20p per sheet - see page 20 for charges

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Current and previous three years as a minimum		
Admissions policy/decisions (not individual admission decisions) – where applicable	<p>Website:  <a href="http://www.giffardsprimary.thurrock.sch.uk/key-information/policies/">http://www.giffardsprimary.thurrock.sch.uk/key-information/policies/</a></p> <p>Hard copy available upon request – contact school</p>	<p>10p per sheet/20 p per sheet - see page 20 for charges</p>
Agendas and minutes of meetings of the governing body and its committees. (NB this will exclude information that is properly regarded as private to the meetings).	<p>Hard copy available upon request – contact school</p>	<p>10p per sheet/20 p per sheet - see page 20 for charges</p>

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<p><b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only.</p> <p>As a minimum these must include policies, procedures and documents that the school is required to have by statute or by its funding agreement or equivalent, or by the Welsh or English government or the Northern Ireland Executive. These will include policies and procedures for handling information requests. In addition, for Wales, this will include a Welsh Language Scheme in accordance with the Welsh Language Act 1993. For Northern Ireland, this will include an equality scheme / statement in accordance with the Northern Ireland Act 1998.</p>		<p>Website: <a href="http://www.giffardsprimary.thurrock.sch.uk/key-information/policies/">http://www.giffardsprimary.thurrock.sch.uk/key-information/policies/</a></p> <p>Hard copy available on request – contact school</p>	10p per
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> <li>• Information security policies</li> <li>• Records retention, destruction and archive policies</li> <li>• Data protection (including information sharing policies)</li> </ul>			

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<p>Charging regimes and policies.</p> <p>This should include details of any statutory charging regimes. Charging policies should include charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made and how they are calculated.</p> <p>If the school charges a fee for re-licensing the use of datasets, it should state in its guide how this is calculated (please see “How to complete the Guide to information”).</p>	<p>Website:  <a href="http://www.giffardsprimary.thurrock.sch.uk/key-information/policies/">http://www.giffardsprimary.thurrock.sch.uk/key-information/policies/</a></p> <p>Hard copy available on request – contact school</p>	<p>sheet/20 p per sheet - see page 20 for charges</p>
		<p>0p per sheet/20 p per sheet - see page 19 for charges</p>



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<b>Class 6 – Lists and Registers</b>		
Currently maintained lists and registers only (this does not include the attendance register).		
Curriculum circulars and statutory instruments	Hard copy available on request – contact school	10p per sheet/20 p per sheet - see page 20 for charges
Disclosure logs	Information available via inspection only - contact school	
Asset register	Information available via inspection only - contact school	
Any information the school is currently legally required to hold in publicly available registers	Hard copy available on request – contact school	10p per sheet/20 p per sheet -

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		see page 20 for charges
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Current information only		
Extra-curricular activities	Hard copy available on request – contact school	10p per sheet/20 p per sheet - see page 20 for charges
Out of school clubs	Website: <a href="http://www.giffardsprimary.thurrock.sch.uk/current-">http://www.giffardsprimary.thurrock.sch.uk/current-</a>	

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	<u>parents/clubs/</u>	10p per sheet/20 p per sheet - see page 20 for charges
	Hard copy available on request - contact school	
Services for which the school is entitled to recover a fee, together with those fees	Hard copy available on request - contact school	10p per sheet/20 p per sheet - see page 20 for charges
School publications, leaflets, books and newsletters	Website re newsletters: <a href="http://www.giffardsprimary.thurrock.sch.uk/current-">http://www.giffardsprimary.thurrock.sch.uk/current-</a>	

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	<p><u>parents/newsletters/</u></p> <p>Hard copy available on request – contact school</p>	<p>10p per sheet/20 p per sheet - see page 20 for charges</p>
<p><b>Additional Information</b> This will provide schools with the opportunity to publish information that is not itemised in the lists above</p>		
<p><b>None</b></p>		

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### SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 10p per sheet/20p per sheet - see page 20 for charges (black & white)	Actual cost 10p of paper + printing charge
	Photocopying/printing @ 20p per sheet (colour)	Actual cost 20p of paper + printing charge
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class

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<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		

\* the actual cost incurred by the public authority